



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 2, 2021
	REFERENCE: RFP-BD-2021-005

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring Service Providing Organization or Training Institute to Provide Competency-Based Training and Employment for Underprivileged Women in Leather Industries**

**Proposals shall be submitted on or before 4.30 p.m. (local time) on Wednesday, February 17, 2021**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link:

<https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

**Username:** event.guest

**Password:** why2change

and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system. In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (*with file name less than 60 characters*) in pdf format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial Proposal.

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.**

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Senior Operations Manager  
2 February 2021



## Annex 1

### Description of Requirements

Context of the Requirement	SWAPNO (Strengthening Women's Ability for Productive New Opportunities), a joint initiative by the Government of Bangladesh (GoB) and UNDP for a gender-responsive social protection system in line with Bangladesh's National Social Security Strategy (NSSS) desires to engage a service providing organization/training institute to deliver the Industry Skills Council (ISC) Leather & Leather Goods approved competency-based training to 600 disadvantaged women and ensure jobs in the leather & leather goods factories for 100% of women who will complete the training course successfully
Implementing Partner of UNDP	Local Government Division, MoLGRD&C
Brief Description of the Required Services <sup>1</sup>	<p><b>Specific Objective of the assignment</b></p> <ul style="list-style-type: none"> <li>a. The organization or training institute will deliver competency-based training to 600 women for the leather and leather goods industries. The organization must follow the training curriculum of the National Technical and Vocational Qualification Framework (NTVQF)- Level 1 or sector-specific competency-based learning materials to address the skill need and gap for the leather sector</li> <li>b. After successful completion of the training, the organization will issue a certificate authorized by Industry Skills Council and Business/Trade Association i.e. Leathergoods And Footwear Manufacturers &amp; Exporters Association of Bangladesh (LFMEAB) followed by providing jobs in the leather industries to 100% certified skilled women.</li> <li>c. The organization will closely work with the leather Business/Trade Association (LFMEAB) to ensure decent work and sustainable future employability for trained women.</li> <li>d. The organization will play a catalyst role between the parties i.e. UNDP, LFMEAB, women beneficiaries to conduct the assignment</li> </ul>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li><b>i) Selection and enrolment 600 of SWAPNO beneficiaries</b> <ul style="list-style-type: none"> <li>- The targeted women (aged 18-30 years), ultra-poor and live in rural areas will be selected from a total of 6125 women from Kurigram, Gaibandha, Lalmonirhat and Jamalpur. The women are head of their households and are widowed, divorced, separated or abandoned or with a disabled husband who is unable to earn an income.</li> <li>- 600 beneficiaries will receive training in 2 tranches. 1<sup>st</sup> tranche for 300 beneficiaries and 2<sup>nd</sup> tranche for rest of the 300 beneficiaries.</li> </ul> </li> <li><b>ii) Conduct the leather industrial skills training, assessment &amp; accreditation</b> <ul style="list-style-type: none"> <li>- The organization or training institute will offer the leather industry course of NTVQF Level 1 for at least 2 months.</li> <li>- Design the training program including both classroom and workplace sessions including on the job training</li> <li>- Collaborate with BTEB/ LFMEAB for organizing assessment of the trainees</li> </ul> </li> </ul>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<ul style="list-style-type: none"> <li>- Work with LFMEAB to register all trainees in the LFMEAB skilled workforce database</li> <li>- The organization will provide a stipend to the trainees</li> </ul> <p><b>iii) Organize logistical arrangements for the training program</b></p> <ul style="list-style-type: none"> <li>- Organize training facilities as per occupation and standard</li> <li>- Organize raw materials for the selected training course</li> <li>- The organization will also manage the training adjacent to the SWAPNO working area</li> <li>- Secured residential facilities with food for the trainees during the training period</li> </ul> <p><b>iv) Collaboration with LFMEAB and ensure job after successful training</b></p> <ul style="list-style-type: none"> <li>- The organization will initiate a working partnership with LFMEAB to ensure the industries job</li> <li>- Ensure the overall certification process</li> <li>- Enlist them in the central database of skilled operators to be shared with leather and leather goods factories</li> <li>- Ensure 100% job for the trainees who will complete the course</li> <li>- Develop the terms and conditions for the recruitment of trainees</li> <li>- Negotiate the standard processes and protocols with the factories or job providers</li> </ul> <table border="1"> <thead> <tr> <th>Expected Output</th><th>Duration</th></tr> </thead> <tbody> <tr> <td>Inception report including i) robust schedule and ii) on-time stipend payment, logistics and facilities plan iii) list of qualified resources persons along with the list of the training venue and the list of potential factories for employment</td><td rowspan="3">15 Days</td></tr> <tr> <td>Enrolment of 1<sup>st</sup> tranche's 300 beneficiaries</td></tr> <tr> <td>The training organization will establish a partnership among the parties; training institute, SWAPNO project, and Leathergoods and Footwear Manufacturers Exporter Association of Bangladesh to ensure the employment of the beneficiaries</td></tr> <tr> <td>Training completion, assessment and accreditation report of 300 beneficiaries in 1<sup>st</sup> tranche</td><td>60 Days</td></tr> <tr> <td>1<sup>st</sup> report after placement of job of the 1<sup>st</sup> tranche participants</td><td>15 Days</td></tr> <tr> <td>Enrolment of 2<sup>nd</sup> tranche's 300 beneficiaries</td><td rowspan="2">60 Days</td></tr> <tr> <td>Training completion, assessment and accreditation report of 300 beneficiaries in 2<sup>nd</sup> tranche</td></tr> <tr> <td>2<sup>nd</sup> report after placement of job of the 2<sup>nd</sup> tranche participants</td><td>30 Days</td></tr> </tbody> </table> <p><b>Final Deliverable</b></p> <ol style="list-style-type: none"> <li>1. Inception report including i) robust schedule and ii) on-time stipend payment, logistics and facilities plan iii) list of qualified resources persons along with the list of the training venue and the list of potential factories for employment.</li> <li>2. Enrolment of 1<sup>st</sup> tranche's 300 beneficiaries</li> <li>3. The training organization will establish a partnership among the parties; training institute, SWAPNO project, and Leathergoods and Footwear Manufacturers Exporter Association of Bangladesh to ensure the employment of the beneficiaries</li> <li>4. Training completion, assessment and accreditation report of 300 beneficiaries in 1<sup>st</sup> tranche</li> <li>5. 1<sup>st</sup> report after placement of job of the 1<sup>st</sup> tranche participants</li> </ol>	Expected Output	Duration	Inception report including i) robust schedule and ii) on-time stipend payment, logistics and facilities plan iii) list of qualified resources persons along with the list of the training venue and the list of potential factories for employment	15 Days	Enrolment of 1 <sup>st</sup> tranche's 300 beneficiaries	The training organization will establish a partnership among the parties; training institute, SWAPNO project, and Leathergoods and Footwear Manufacturers Exporter Association of Bangladesh to ensure the employment of the beneficiaries	Training completion, assessment and accreditation report of 300 beneficiaries in 1 <sup>st</sup> tranche	60 Days	1 <sup>st</sup> report after placement of job of the 1 <sup>st</sup> tranche participants	15 Days	Enrolment of 2 <sup>nd</sup> tranche's 300 beneficiaries	60 Days	Training completion, assessment and accreditation report of 300 beneficiaries in 2 <sup>nd</sup> tranche	2 <sup>nd</sup> report after placement of job of the 2 <sup>nd</sup> tranche participants	30 Days
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Person to Supervise the Work/Performance of the Service Provider	<b>The contracted firm will work under the guidance of the Enterprise and Employment Specialist under the overall supervision of the National Project Manager, SWAPNO Project</b>
Frequency of Reporting	<b><i>As per the Terms of Reference (ToR)</i></b>
Progress Reporting Requirements	<b><i>As per the Terms of Reference (ToR)</i></b>
Location of work	<input checked="" type="checkbox"/> Exact Address/es The Firm is expected to primarily work from their own offices (local office in Bangladesh) and field-level training and attend meetings at the SWAPNO office as and when required <input type="checkbox"/> At Contractor's Location
Expected duration of work	180 days over 6 Months
Target start date	15 March 2021
Latest completion date	September 14 2021
Travels Expected	<b><i>As per the Terms of Reference (ToR)</i></b>
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others <b>Not Applicable</b>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others <b><i>As per the Terms of Reference (ToR)</i></b>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency																											
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																											
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the Proposal's validity beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																											
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<sup>2</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b>i) Required technical experience for the firm:</b></p> <ul style="list-style-type: none"> <li>- The organization should have at least 10 years of experience delivering in the field of skills development training</li> <li>- The organization should have a minimum of 5 years of experience in leather industries providing jobs to at least 10,000 skilled workers</li> <li>- Should have close business/official relation with LFMEAB and BTEB</li> <li>- The organization must provide a list of clients along with the budget and name of the projects implemented in the last 3 years</li> <li>- At least <b>03</b> similar types of previous report/job completion certificate from the clients</li> <li>- Minimum average annual task completed worth of <b>USD 100,000 for the last 2 years</b>.</li> <li>- Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. The firm should submit the <b>bank solvency certificate</b>).</li> </ul> <p><b>ii) Team composition and Team Experience</b></p> <p><b>a. <u>Training Coordinator</u></b></p> <ul style="list-style-type: none"> <li>- Educational Qualification: At least a <b>post-graduate degree</b> in a relevant discipline such as management/economics/sociology/development.</li> <li>- Experience: At <b>least 7 years of professional experience</b> in managing skill development training programs.</li> <li>- Working experience with leather industries is preferable.</li> <li>- Working experience with <b>UN Agency/Donor Agency/INGO/NGO</b></li> </ul> <p><b>b. <u>Trainer (list must be attached which contains Name, educational qualifications &amp; working experiences)</u></b></p> <ul style="list-style-type: none"> <li>- The minimum qualification will be a Graduation or Diploma in the relevant field and related course.</li> <li>- Trainers should have a minimum of five year's industry experience</li> <li>- Trainers having teaching experience will be given preference.</li> </ul>

	<p><b>c. <u>Job Placement Officer</u></b></p> <ul style="list-style-type: none"> <li>- BSc. in Leather Footwear/Leather Products Engineering degree with a minimum of 5 years' experience in skill training and job placement</li> <li>- Familiarity with the internship, apprenticeship, scholarship and on-the-job training programs</li> <li>- Previous experience with international organizations or donor-funded programs preferred</li> <li>- Previous experience in developing gender-sensitive training preferred.</li> </ul> <p><b>Selection Criteria of individual/Organization (technical Proposal)</b></p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th> <th>Points Obtainable</th> </tr> </thead> <tbody> <tr> <td>Section 1</td> <td>Bidder's organizational strength and experience</td> <td>20</td> </tr> <tr> <td>Section 2</td> <td>Propose methodology, approach and timeline for a) conducting the training and b) providing jobs</td> <td>40</td> </tr> <tr> <td>Section 3</td> <td>Qualification, experience and responsibility of Key Personnel</td> <td>10</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td><b>70</b></td> </tr> <tr> <td colspan="2"><b>Section 1. Bidder's organizational strength and experience</b></td> <td><b>Points obtainable</b></td> </tr> <tr> <td>1.1</td> <td>Organizational strength, relevant expertise value proposition</td> <td>10</td> </tr> <tr> <td>1.2</td> <td>Previous experience of delivering training and job in the leather sector</td> <td>10</td> </tr> <tr> <td colspan="2"><b>Total Section 1</b></td> <td><b>20</b></td> </tr> <tr> <td colspan="2"><b>Section 2. Propose methodology, approach and timeline for a) conducting the training and b) providing jobs</b></td> <td><b>Points obtainable</b></td> </tr> <tr> <td>2.1</td> <td>Understanding of the assignment</td> <td>5</td> </tr> <tr> <td>2.2</td> <td>Trainees selection, trade selection methodology and training methodology</td> <td>10</td> </tr> <tr> <td>2.3</td> <td>Approach and timeline for conducting the training and accreditation, the timeline for providing job to the trainees</td> <td>15</td> </tr> <tr> <td>2.4</td> <td>Risk Management &amp; Overall flexibility, Monitoring, quality assurance technique</td> <td>5</td> </tr> <tr> <td colspan="2"><b>Total Section 2</b></td> <td><b>35</b></td> </tr> <tr> <td colspan="2"><b>Section 3. Qualification, experience and responsibility of Key Personnel</b></td> <td><b>Points obtainable</b></td> </tr> <tr> <td>3.1</td> <td>Educational qualification in the relevant field and total year of experience</td> <td>8</td> </tr> <tr> <td>3.2</td> <td>Educational qualification in the relevant field and total year of experience of the trainers</td> <td>4</td> </tr> <tr> <td>3.3</td> <td>Educational qualification and working experiences of the Job Placement Officer</td> <td>3</td> </tr> <tr> <td colspan="2"><b>Total Section 3</b></td> <td><b>15</b></td> </tr> </tbody> </table>	Summary of Technical Proposal Evaluation Forms		Points Obtainable	Section 1	Bidder's organizational strength and experience	20	Section 2	Propose methodology, approach and timeline for a) conducting the training and b) providing jobs	40	Section 3	Qualification, experience and responsibility of Key Personnel	10	<b>Total</b>		<b>70</b>	<b>Section 1. Bidder's organizational strength and experience</b>		<b>Points obtainable</b>	1.1	Organizational strength, relevant expertise value proposition	10	1.2	Previous experience of delivering training and job in the leather sector	10	<b>Total Section 1</b>		<b>20</b>	<b>Section 2. Propose methodology, approach and timeline for a) conducting the training and b) providing jobs</b>		<b>Points obtainable</b>	2.1	Understanding of the assignment	5	2.2	Trainees selection, trade selection methodology and training methodology	10	2.3	Approach and timeline for conducting the training and accreditation, the timeline for providing job to the trainees	15	2.4	Risk Management & Overall flexibility, Monitoring, quality assurance technique	5	<b>Total Section 2</b>		<b>35</b>	<b>Section 3. Qualification, experience and responsibility of Key Personnel</b>		<b>Points obtainable</b>	3.1	Educational qualification in the relevant field and total year of experience	8	3.2	Educational qualification in the relevant field and total year of experience of the trainers	4	3.3	Educational qualification and working experiences of the Job Placement Officer	3	<b>Total Section 3</b>		<b>15</b>
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<b>Total Section 3</b>		<b>15</b>																																																											
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors																																																												

Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Written Self-Declaration (Annex 5)
Contact Person for Inquiries (Written inquiries only)	bd.procurement@undp.org <b><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before Pre-Bid Meeting Date. "Queries on RFP-BD-2021-005" on or before 7 February 2021, 4.30 PM</i></b> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	A pre-bid meeting will be held <b><u>on February 7 2021, 11.00 a.m. (Bangladesh Local Time)</u></b> <b><u>Through Zoom Meeting ID: <a href="https://undp.zoom.us/j/88186741902">https://undp.zoom.us/j/88186741902</a></u></b>

## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown by Cost Component to be followed duly: The following should be SEPARATELY SUBMITTED AND SHOULD BE PASSWORD PROTECTED**

<b>Outputs</b>	<b>Percentage</b>	<b>Timing</b>
<b>1<sup>st</sup> Installment after completion of -</b> Inception report including i) robust schedule and ii) on-time payment, logistics and facilities plan iii) list of qualified resources persons along with the list of the training venue and the list of potential factories for employment	15%	15 Days
<b>2<sup>nd</sup> Installment after completion of -</b> Training completion, assessment and accreditation report of 300 beneficiaries in 1 <sup>st</sup> tranche	20%	60 Days
<b>3<sup>rd</sup> Installment after completion of -</b> 1 <sup>st</sup> report after placement of job of the 1 <sup>st</sup> tranche participants	15%	15 Days
Enrolment of 2 <sup>nd</sup> tranche's 300 beneficiaries	15%	
<b>4<sup>th</sup> Installment after completion of -</b> Training completion, assessment and accreditation report of 300 beneficiaries in 2 <sup>nd</sup> tranche	20%	60 Days
<b>Final Installment after completion of -</b> 2 <sup>nd</sup> report after placement of job of the 2 <sup>nd</sup> tranche participants	15%	30 Days

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component:**

<b>Competency-Based Training and Employment for Underprivileged Women in Leather Industries</b> Budget for 1 Batch of Training and Job Placement Strengthening Women's Ability for Productive New Opportunities (SWAPNO) Project					
Training Course					
Implementing Organization					
Mode of Training					
Participants				30 Persons per Batch	
Duration				2 Month	
-----					
Sl.	Description	Unit	Unit Cost (BDT)	Quantity	Amount
<b>A</b>	<b>Training Cost</b>				
1	Rent for Training Room	Rent/month			
2	Stipend Cost for Trainee	Person/month			
3	Cost of Training materials	Lumpsum			
4	Learners' Accommodation	Person/month			

5	Learners' Food	Person/month			
6	Honorarium for Trainer				
<b>B</b>	<b>Job Placement Cost</b>				
7	Trainee Assessment/ Certification	Person			
8	Honorarium for Job Placement Officer	Person/Month			
<b>C</b>	<b>HR, Admin and Overhead</b>				
9	Utility cost	Month			
10	Honorarium for Training Coordinator	Person/Month			
11	Miscellaneous	Person/Month			
<b>Total Budget of 1 Batch of Training</b>					-
<b>Total Budget of Assignment</b>					
<b>Particulars</b>		<b>Unit</b>	<b>Total Amount</b>		
Total Number of Participants		600 Person			
Total Number of Training Batches		20 Nos			
Cost for 1 Batch of Training		-----BDT	-----BDT		
Total cost Assignment		-----BDT	-----BDT		
<b>Grand Total</b>					

*[Name and Signature of the Service Provider's  
 Authorized Person]  
 [Designation]  
 [Date]*

**Annex 3**

Please click the below link (CTRL+Click)

[General Terms and Conditions for contracts \(goods and/or services\)](#)

**Annex 4*****Terms of Reference***

<b>TITLE:</b>	<b>Terms of Reference for Hiring Service Providing Organization or Training Institute to Provide Competency-Based Training and Employment for Underprivileged Women in Leather Industries</b>
<b>AGENCY/PROJECT NAME:</b>	Strengthening Women's Ability for Productive New Opportunities (SWAPNO)
<b>COUNTRY OF ASSIGNMENT:</b>	Bangladesh
<b>SUPERVISOR:</b>	National Project Manager, SWAPNO
<b>DURATION OF CONTRACT:</b>	06 Months

**A. Project Description**

SWAPNO (Strengthening Women's Ability for Productive New Opportunities), a joint initiative by the Government of Bangladesh (GoB) and UNDP for a gender-responsive social protection system in line with Bangladesh's National Social Security Strategy (NSSS). NSSS envisages that women who are widowed, divorced, abandoned or left with a disabled husband will access regularly in public work while tapping into opportunities to engage in productive employment in the labor market. SWAPNO adopts a multi-faceted approach that encompasses both transformative and promotive social protection for women by following NSSS's recommended gender framework which includes four elements:

- Human capital (life skills training in nutrition, health, education, rights and entitlement)
- Productive capital (public works employment; entrepreneurship skills; formal sector employment, savings, credit and asset enhancement)
- Social capital (informal savings groups, network facilitation with public administrators)
- Self-worth (life skills development in confidence, leadership, self-respect and decision making)

Since 2015, SWAPNO has been demonstrating much success and gather learning on how women falling back into poverty due to family malnutrition, climate vulnerability, gender-based violence, etc. By integrating those lessons, SWAPNO's strategy to support women's access to decent employment, ensure a discrimination-free environment in public workplaces, develop adaptive livelihoods and access to financial services for sustainable graduation from extreme poverty, and develop local government capacity to implement pro-poor projects. The 3<sup>rd</sup> phase of the project is implementing in 172 unions of four districts i.e. Kurigram, Lalmonirhat, Gaibandha and Jamalpur. The project designed a livelihood development process for extremely poor women through enhanced entrepreneurship skills development, local level apprenticeship and formal sector employment followed by vocational training. The project promotes employment given the emphasis on the formal sector for future employability of vulnerable women.

**B. Description of the Assignment****Vocational skills training and job placement in leather industries for disadvantaged women**

The leather industry is the fourth largest export sector of Bangladesh. Leather products and footwear have been tagged to be the highest priority sectors. It has also been noticed that the leather goods sector has significant potential in generating employment and entrepreneurship. According to the Survey of Manufacturing Industries (SMI) 2012, there are 930 manufacturers of leather products. According to Leather Service Centre (2012), the leather sector includes 220 tanneries, 3,500 micro, small and medium enterprises and 110 large enterprises of leather goods. Overall, there will be

around 3% growth in demand for employees in leather goods enterprises within the next 5 years and another 3% in the 5 years following that. Demand for skilled workforce will be highest for sewing operators and lasting, setting & assembling operators in the next decade. There are many potential job providers present in this sector where people can secure jobs after completing the national curriculum based certified skill training.

SWAPNO project efforts in delivering accredited industry skills and job placement to its beneficiaries while going to establish the partnership with the formal sector especially in the RMG sector, Leather sector and agro-food sector. Based on the experience in 1<sup>st</sup> and 2<sup>nd</sup> phase of SWAPNO working with the RMG sector, the 3<sup>rd</sup> phase of the project intends to engage the leather industries for disadvantaged women's skills development and employment.

#### **Objectives of the assignment**

The objective of the assignment is to engage a service providing organization/training institute to deliver the Industry Skills Council (ISC) Leather & Leather Goods approved competency-based training to 600 disadvantaged women and ensure jobs in the leather & leather goods factories for 100% of women who will complete the training course successfully.

#### **Specific Objective of the assignment**

- e. The organization or training institute will deliver competency-based training to 600 women for the leather and leather goods industries. The organization must follow the training curriculum of the National Technical and Vocational Qualification Framework (NTVQF)- Level 1 or sector-specific competency-based learning materials to address the skill need and gap for the leather sector
- f. After successful completion of the training, the organization will issue a certificate authorized by Industry Skills Council and Business/Trade Association i.e Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB) followed by providing jobs in the leather industries to 100% certified skilled women.
- g. The organization will closely work with the leather Business/Trade Association (LFMEAB) to ensure decent work and sustainable future employability for trained women.
- h. The organization will play a catalyst role between the parties i.e. UNDP, LFMEAB, women beneficiaries to conduct the assignment.

### **C. Scope of Work**

#### **v) Selection and enrolment 600 of SWAPNO beneficiaries**

- The targeted women (aged 18-30 years), ultra-poor and live in rural areas will be selected from a total of 6125 women from Kurigram, Gaibandha, Lalmonirhat and Jamalpur. The women are head of their households and are widowed, divorced, separated or abandoned or with a disabled husband who is unable to earn an income.
- 600 beneficiaries will receive training in 2 tranches. 1<sup>st</sup> tranche for 300 beneficiaries and 2<sup>nd</sup> tranche for rest of the 300 beneficiaries.

#### **vi) Conduct the leather industrial skills training, assessment & accreditation**

- The organization or training institute will offer the leather industry course of NTVQF Level 1 for at least 2 months.
- Design the training program including both classroom and workplace sessions including on the job training
- Collaborate with BTEB/ LFMEAB for organizing assessment of the trainees
- Work with LFMEAB to register all trainees in the LFMEAB skilled workforce database

<ul style="list-style-type: none"> <li>- The organization will provide a stipend to the trainees</li> </ul> <p><b>vii) Organize logistical arrangements for the training program</b></p> <ul style="list-style-type: none"> <li>- Organize training facilities as per occupation and standard</li> <li>- Organize raw materials for the selected training course</li> <li>- The organization will also manage the training adjacent to the SWAPNO working area</li> <li>- Secured residential facilities with food for the trainees during the training period</li> </ul> <p><b>viii) Collaboration with LFMEAB and ensure job after successful training</b></p> <ul style="list-style-type: none"> <li>- The organization will initiate a working partnership with LFMEAB to ensure the industries job</li> <li>- Ensure the overall certification process</li> <li>- Enlist them in the central database of skilled operators to be shared with leather and leather goods factories</li> <li>- Ensure 100% job for the trainees who will complete the course</li> <li>- Develop the terms and conditions for the recruitment of trainees</li> <li>- Negotiate the standard processes and protocols with the factories or job providers</li> </ul>	
<b>D. Outputs</b>	<b>No. of calendar days required (estimated)</b>
1. Inception report including i) robust schedule and ii) on-time stipend payment, logistics and facilities plan iii) list of qualified resources persons along with the list of the training venue and the list of potential factories for employment	15
2. Enrolment of 1 <sup>st</sup> tranche's 300 beneficiaries	
3. The training organization will establish a partnership among the parties; training institute, SWAPNO project, and Leathergoods and Footwear Manufacturers Exporter Association of Bangladesh to ensure the employment of the beneficiaries	
4. Training completion, assessment and accreditation report of 300 beneficiaries in 1 <sup>st</sup> tranche	60
5. 1 <sup>st</sup> report after placement of job of the 1 <sup>st</sup> tranche participants	15
6. Enrolment of 2 <sup>nd</sup> tranche's 300 beneficiaries	
7. Training completion, assessment and accreditation report of 300 beneficiaries in 2 <sup>nd</sup> tranche	60
8. 2 <sup>nd</sup> report after placement of job of the 2 <sup>nd</sup> tranche participants	30
<b>E. Impact of Results</b>	
SWAPNO will have a sound basis for assessing progress and achievements related to beneficiary women can protect their food security and livelihoods post-project; beneficiary women and their dependents have improved their human capital in terms of establishing micro-enterprises; beneficiary households have access to public services essential for their livelihood activities and family wellbeing.	
<b>F. Institutional Arrangement</b>	

- The contracted firm will work under the guidance of the Enterprise and Employment Specialist under the overall supervision of the National Project Manager.
- All costs related to this assignment including logistics, office arrangements, accommodation, TA (for participants,) etc. shall be borne by the firm. UNDP shall pay the lump sum amount quoted in the financial proposal and shall be paid as the achievement of milestones as per the TOR.
- Achieving the deliverables shall be the sole responsibility of the firm. Any delay shall be communicated to the SWAPNO team along with a plan to remedy the delay.
- The Firm is expected to largely work from their own offices (local office in Bangladesh) and field-level training and attend meetings at SWAPNO office as and when required.

Tasks	The task will be completed by
Finalize beneficiaries selection criteria	Training provider organization
Mobilize beneficiaries	SWAPNO/UNDP
Selection and finalization of the course curriculum	Training provider organization
Develop Training Schedule	Training provider organization
Selection and finalization the training venue	Training provider organization
Organize training facilities as per occupation standard	Training provider organization
Organize and conduct training	Training provider organization
Residential facilities for the trainee	Training provider organization
Develop the standard processes and protocols for employment	Training provider organization
Provide stipend to the trainees	Training provider organization
Partnership with LFMEAB	Training provider organization
Ensure job for 100% trainee	Training provider organization
Monitor and supervise and work of the training organization	SWAPNO/UNDP
Provide technical support/feedback as necessary	SWAPNO/UNDP
Ensure payment of the agreed amount based on the delivery of quality deliverable as mentioned in the ToR	SWAPNO/UNDP

#### **G. Duration of the Work, Geographical Coverage of the Project Area**

The duration of the assignment **will be 6 months beginning from 15 February to 15 July, 2021**. The geographical coverage of the SWAPNO project is Kurigram, Gaibandha, Lalmonirhat and Jamalpur.

#### **H. Final Deliverables /Services from the firm**

- Inception report including i) robust schedule and ii) on-time stipend payment, logistics and facilities plan iii) list of qualified resources persons along with the list of the training venue and the list of potential factories for employment.
- Enrolment of 1<sup>st</sup> tranche's 300 beneficiaries
- The training organization will establish a partnership among the parties; training institute, SWAPNO project, and Leathergoods and Footwear Manufacturers Exporter Association of Bangladesh to ensure the employment of the beneficiaries
- Training completion, assessment and accreditation report of 300 beneficiaries in 1<sup>st</sup> tranche
- 1<sup>st</sup> report after placement of job of the 1<sup>st</sup> tranche participants
- Enrolment of 2<sup>nd</sup> tranche's 300 beneficiaries
- Training completion, assessment and accreditation report of 300 beneficiaries in 2<sup>nd</sup> tranche
- 2<sup>nd</sup> report after placement of job of the 2<sup>nd</sup> tranche participants

#### **I. Scope of Bid Price and Schedule of Payments**

##### **i) Budget preparation**

The training organization will prepare a single batch (30 persons) training budget first then multiply this with the number of total batches.

**ii) Please find the Training budget Template (Annexure- 1)**

The remuneration of the successful contractor will be fixed, and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs and professional fees, travel costs, DSA, subsistence and ancillary expenses. UNDP shall affect payments, by bank transfer to the Contractor's bank account, upon acceptance by UNDP of the deliverables specified in the ToR.

**iii) Payment Procedure**

The total project budget will be divided into 2 tranches. Each tranche equally distributes by Three hundred (300) participants.

S.I	Deliverables	Percentage of payment	Price (Lump Sum, All Inclusive)
1.	Inception report including i) robust schedule and ii) on-time payment, logistics and facilities plan iii) list of qualified resources persons along with the list of the training venue and the list of potential factories for employment	15%	<b>Please refer to Annex-2, Section:D</b>
2.	Training completion, assessment and accreditation report of 300 beneficiaries in 1 <sup>st</sup> tranche	20%	
3.	1 <sup>st</sup> report after placement of job of the 1 <sup>st</sup> tranche participants	15%	
4.	Enrolment of 2 <sup>nd</sup> tranche's 300 beneficiaries	15%	
5.	Training completion, assessment and accreditation report of 300 beneficiaries in 2 <sup>nd</sup> tranche	20%	
6.	2 <sup>nd</sup> report after placement of job of the 2 <sup>nd</sup> tranche participants	15%	

**J. Recommended Presentation of the proposal (As per RFP document),****iii) Required technical experience for the firm:**

- The organization should have at least 10 years of experience delivering in the field of skills development training
- The organization should have a minimum of 5 years of experience in leather industries providing jobs to at least 10,000 skilled workers
- Should have close business/official relation with LFMEAB and BTEB
- The organization must provide a list of clients along with the budget and name of the projects implemented in the last 3 years
- At least **03** similar types of previous report/job completion certificate from the clients
- Minimum average annual task completed worth of **USD 100,000 for the last 2 years.**
- Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. The firm should submit the **bank solvency certificate**).

**iv) Team composition and Team Experience****d. Training Coordinator**

- Educational Qualification: At least a **post-graduate degree** in a relevant discipline such as management/economics/sociology/development.
- Experience: At **least 7 years of professional experience** in managing skill development training programs.
- Working experience with leather industries is preferable.
- Working experience with **UN Agency/Donor Agency/INGO/NGO**

**e. Trainer (list must be attached which contains Name, educational qualifications & working experiences)**

- The minimum qualification will be a Graduation or Diploma in the relevant field and related course.
- Trainers should have a minimum of five year's industry experience
- Trainers having teaching experience will be given preference.

f. **Job Placement Officer**

- BSc. in Leather Footwear/Leather Products Engineering degree with a minimum of 5 years' experience in skill training and job placement
- Familiarity with the internship, apprenticeship, scholarship and on-the-job training programs
- Previous experience with international organizations or donor-funded programs preferred
- Previous experience in developing gender-sensitive training preferred.

**K. Evaluation**

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as

- a) Responsive/ compliant/ acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70:30 respectively (this is to reflect the high-level skills mix required). Only individuals obtaining a minimum of 70% of the maximum obtainable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately, therefore, for contracting.

**Technical Proposal (70%)**

To qualify in the technical evaluation a proposal must score a minimum 70% (or 49) of the total obtainable score of 70. The obtained score will be expressed in percentage as follows –

(total score obtained by the offer / Max. the obtainable score for technical evaluation) x 100

A cumulative analysis weighted-scoring method will be applied to evaluate the individual/organization. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as

- a) Responsive/ compliant/ acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70:30 respectively (this is to reflect the high-level skills mix required). Firms obtaining a minimum of 70% of maximum achievable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately, therefore, for contracting.

**Financial Proposal (30%)**

In the second stage, the price proposal of all the firms who have attained a minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the “best value for money”. The contract will be awarded to the firm based on the cumulative method. The formula for the rating of the proposals will be as follows:

Rating the technical proposal (TP):

TP Rating = (Total Score Obtained by the offer/Max. obtainable score for TP) X100

Rating the financial proposal (FP):

FP Rating: = (Lowest priced Offer/Price of the offer Being Reviewed x100

Total Combined Score:

(TP Rating) x (Weighted of TP; e.g. 70%) +(FP Rating) x (Weighted of FP, e.g. 30%) = Total Combined and Financial rating of the proposal.

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers the best value for money.

**L. OTHER TERMS AND CONDITIONS**

- 1) The selected consulting firm should implement the work in coordination with the focal person of SWAPNO project.  
The consulting firm should prior inform the focal person on the schedule/program to implement the assigned task.
- 2) SWAPNO project the right to accept or reject any proposal without giving any verbal and/or written rationale
- 3) All reports and documents prepared for the assignment will be treated as SWAPNO project property
- 4) The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without the

prior written approval of SWAPNO project

- 5) SWAPNO project or its representatives reserve the right to monitor the quality and progress of the work during the assignment

# Declaration

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon  
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment Name : \_\_\_\_\_

**Reference:** [RFP-BD-2021-005](#)

Dear Sir,

I declare that ..... is not in the UN Security Council 1267/1989  
List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,